

Attachment 2

HUMAN SERVICES REVENUE REPORT (HSRR)

**Expenditures by Revenue Source for Human Service Programs
For Year Ended December 31**

Instructions

The attached Human Services Revenue Report (HSRR) form is used to capture total gross expenditures by revenue source for all human service programs for costs incurred and revenues applied on an accrual basis for each calendar year. This form is a companion form to the DDE 942 expenditure form completed by county departments of human services, social services and community programs that documents all expenditures for a calendar year by target group and Standard Program Cluster (SPC). The total revenues for each target group reported on the Human Services Revenue Report must equal the total expenditures by target group on the DDE 942 form. The only target groups that are not included on this form and for which revenues should NOT be reported are W-2 operations, Child Support operations, Public Health operations, County Operated Nursing Homes, and County operated ICF-MR's. In addition, revenues for Family Care CMO's are NOT included because this information is readily available from other sources.

Only revenues and costs for residents of your county should be reported on the form. Consistent with the DDE 942 form, the purchaser of services should report the revenue/expenditure. If you operate a service and receive revenue from other counties for services provided to residents of their county, the revenue/expense should not be included on the form. If the expense for the service is greater than the revenues received from the other county, the expenses should be included on the form.

The HSRR form collects revenue information on costs for Juvenile Court Intake, so if this function is not part of your human service/social service agency, you must obtain this information from the court in your county and include it on your report. Also include revenues for the cost of services operated by your department such as Personal Care, CBRF's, Outpatient Clinic, Sheltered Workshop, psychiatric hospital, and nursing home IMD.

This HSRR form is to be used in conjunction with the DDE 942 expenditure report due March 25th each year. The HSRR form is due April 30th of each year. The total expenditures reported on the DDE 942 must equal the total revenues reported on the HSRR form, excluding expenditures for the target groups Income Maintenance, Child Care Administration, Energy Assistance and General Relief/Interim Assistance, which are not reported on the DDE 942. The HSRR does include the revenues for these four target groups and these revenues should equal the total expenses in these programs. The definitions of each Target Group are the same for the DDE 942 and this form. (The Target Group definitions are in Attachment 3.)

The HSRR form, similar to the DDE 942 form, breaks down Target Groups to capture revenues for adults separate from children in Developmental Disabilities (DD), Mental Health (MH), Alcohol and Other Drug Abuse (AODA) and Physical Disabilities (PD). For this form, Adults are defined as age 18 and over, and Children are defined as under age 18 in all of these Target Groups. Revenues should be reported only once (i.e., do not report the same mental health revenues for a child in out of home care under both Mental Health-Children and Children and Family Services). If services are provided to a family, the revenues for the cost of these services should be reported under the Target Group for the primary recipient of services.

The HSRR form is intended to capture total revenues for human services programs including revenues needed for the costs incurred for providing the services and the administrative costs related to providing human services. Total revenues reported on the form should include all revenue needed for both direct costs and allocated costs. Total revenues should include the cost of Administrative Management Support and Overhead (AMSO) and Indirect Costs. These revenues should be allocated by program area.

This form does not ask you to report revenues by Standard Program Cluster (SPC).

REVENUE SOURCE DEFINITIONS

County Revenue Total

Includes all required county match and overmatch allocated to human services by the county, i.e., tax levy, shared revenue, etc.

State/Federal Revenue – Department of Health and Family Services (DHFS)

- Medical Assistance Fee for Service (FFS) Revenue

All MA fee for service payments, MA reimbursement collected for clients by Mental Health Institutes and MA reimbursements for transportation.

- Wisconsin Medicaid Cost Report (WIMCR) revenues

Include only the CSDRB and CBMAC hold harmless portion of the WIMCR payments for human services (excluding any Public Health hold harmless payments). The balance of the WIMCR payment that is used to reduce BCA should be reported under BCA.

- Aging and Disability Resource Center (ADRC) funds

All State and federal funds provided for ADRCs, including ADRC Prevention grant funds, for Family Care and non-Family Care counties.

- State General Relief (GR)

State GR reimbursement funds

- Waiver Funds

State and federal funds provided for COP-W, CIP 1A, CIP 1B, CIP II, Brain Injury Waiver and Children's Waiver. Do not include funds for COP Regular.

- Basic County Allocation (BCA) for Mental Health inpatient/institutional care

Include all state funds used for mental health inpatient and institutional costs. This information is needed for the Mental Health Block Grant Maintenance of Effort calculation

- Basic County Allocation (BCA) all other

BCA included in the DHFS state/county contract– this amount should be the total amount before the offset for the WIMCR payment.

- DHFS state/county contract – all other

All other funds from DHFS provided through the annual DHFS state/county contract not identified above. Includes all other Community Aids (other than BCA), COP Regular funds, Foster Grandparent Program, RSVP, and other funds in the base contract, and funds provided as federal pass through, contract addenda and end of year adjustments.

State/Federal Revenue – Other Departments/Agencies

- Department of Workforce Development (DWD) state/county contract for Child Care Administration

All state and federal funds from DWD provided through the annual DWD state/county contract for Child Care Administration.

- Department of Corrections (DOC) state/county contract

All funds from DOC provided through the annual DOC/DJC state/county contract.

- Department of Administration (DOA) Contract for Energy Assistance

All funds provided through the Energy Assistance Contract with DOA

- Area Agency on Aging (AAA) contract

All state and federal funds provided through the annual AAA contract, including Title 3, Elderly Benefit Specialist, Wisconsin Senior Community Services (WSCS) grant, Alzheimer's Family Caregiver Support Program, Elder Abuse, the Nutrition Services Incentive Program and other funding included in the contract.

- Department of Transportation (DOT) funds

All funds provided through DOT, including s. 53.10 funds used for the purchase of human service vehicles and s. 85.21 program, the Elderly and Disabled transportation grant (if these funds are for both the elderly and persons with disabilities in your county, the funds should be prorated based on average utilization).

Other Revenue Sources

- Grants

Includes Grants provided directly to the county (not through a state/county contract as identified above) from private foundations, federal government or other state agencies (i.e., DOJ, RSVP, etc.)

- Other Third Party Collections

Includes Medicare and private insurance revenues. Also includes non-MA funds collected from third parties for clients by Mental Health Institutes. Does not include MA.

- Court Assessed Fees

Includes all fees collected as the result of court assessment, including Driver Program surcharges and Family Court Counseling fees if your Department provides custody and mediation services.

- Other Client Fees/Donations

All revenues received directly from clients or collection processes other than court assessed fees, including cost share received from waiver participants; parental payment for out-of-home care for children; SSI, SSDI, SSI-E and Social Security received from clients for payment of services; donations for Title III programs; and payments received directly from private pay clients.

- Production Revenue

If you operate a program that generates revenue, include revenues generated from production, as well as revenues from senior craft outlets.

- Other revenues

Includes incentive funds (i.e. benefit over-issuance, estate recovery, TPL identification), donor match paid to counties, contributions and any other revenue sources not reported above.